Background:

The CSD 801 (Rev. 2/05) report form is used as a Community Action Plan (CAP), Contract form, Mid-Year Progress Report, and an Annual Report. This form is used to establish CAP projections and goals over a two-year period, as well as capture Contract projections and goals over a one-year period. The Progress Report and Annual Report will capture the agency's success in accomplishing the goals. The goals and National Performance Indicators (NPI) used in the CSD 801 form are National Goals and Indicators, which CSD is required to annually report to the U.S Health and Human Services Agency (HHS), Office of Community Services (OCS), and the National Association of Community Service Programs (NASCSP).

There are six OCS Goals which CSD is required to track and report outcomes to the NASCSP and OCS. Under each goal are the NPI's that capture outcomes, which contribute to the accomplishment of the OCS goals. The CSD 801 consists of OCS Goals and under each goal is a list of indicators, which pertain to the goals. The listed indicators were taken from the OCS Guide to Organizing and Reporting National Indicators of Community Action Performance, which was created in collaboration with the Community Services Network.

Completing the CAP form:

- This report is created in a excel template and designed to be completed on the PC using excel. Please download the template at www.csd.ca.gov under "what's new". The form can then be saved to your PC hard drive and completed. The CSD 801 is one (1) workbook, broken down into eighteen (18) worksheets. At the bottom of the excel screen will be tabs labeled for each goal (1-6) as well as instructions.

- Put an X in the upper right hand box, indicating this form is a Community Action Plan form – this form will cover the two year CAP period and project the goals of the agency throughout the CAP.

- Be sure to completely fill out the Contractor Name, Contract Number (when submitting a CAP, write CAP in the space provided for Contract Number), Contact Person, Phone Number, e-mail, fax and date at the top of each OCS Goal your agency is reporting on.

- **Problem Statement:** Problem statements identified must be supported in the needs assessment and goal-setting process. Briefly address the following components:
  - What is the Problem?
  - What is the cause of the problem?
  - Who is affected?
  - Location of those affected?

- **Program Activities and Delivery Strategies:** Enter all of the planned activities and delivery strategies necessary to achieve the National Performance Indicators. Include a description of services along with a brief explanation of how those services will be delivered.

- **National Performance Indicators:** The 12 NPI's are about community action, not just the Community Services Block Grant. Outcomes should be counted and reported from all relevant community action programs and activities. Reference the Federal Guide to Organizing and Reporting National Indicators of Community Action Performance for detailed information, updated (September 27, 2004) and is available on the CSD web site.

  - Only the first column (1) should be completed for the CAP form.
  - All projections should be numerical.
  - Do not use zeros, percentages, or fractions.
  - If the question or NPI is not applicable to your agency's work, leave the cell blank.
  - Enter data for NPI's that directly relate to your agency's work.
  - All data should reflect the projected outcomes to be tracked during the 2-year CAP and 1-year CSBG Contract period.
  - Blank rows are used to capture additional indicators that are NOT identified.
  - Submit narrative reports only to describe activities and outcomes that support one or more of the National Performance Indicators in ways that may not be covered by the exact wording of the indicator.

  o A Preliminary Agency Checklist for Mapping Guidance is also included and should be used to clarify where data should be placed when tracking outcomes. (i.e. If data will be collected using the Adult Basic Education Current ROMA Direct Measure, locate that Current ROMA Direct Measure on the Preliminary Agency Checklist, then to the left will be the corresponding National Performance Indicator in which that data would be reported under.)

Submitting the CAP form

This report shall be downloaded and completed using excel. For the CAP, please print and submit the CSD 801 in hard copy with your CAP. To print the CSD 801, go to *file*, *print* and in the "print what" section choose *entire workbook*. The entire workbook option will print each page in the workbook for submission. **The CAP is due to your Field Representative by June 30, 2005.**

If you have any questions please contact your assigned Field Representative.